

# Policy

## WHISTLE BLOWING POLICY

This Procedure is a document that sets out the organization's approved and agreed practices. Any deviation must be discussed with the originating author.

DOCUMENT NO:	PCD014		
Lead author(s):	Cllr A Catlett		
Developed by:	Cllr. A Catlett		
Approved by:	Full Council		
Ratified by	Full Council		
Ratification date:	12 May 25		
Due Review date:	May 26 (Annual Meeting)		
Version no:	6		
Version Control and Revisions:			
1	First Published		1 Feb 16
Version	Point	Description of change	Date
2	Document	Reviewed in line with LALC template	3 Mar 21
3		Annual Review. No changes.	Jul 22
4	All	Annual Review. Complete rewrite iaw revised NALC policy	May 23
5		Annual review. No changes	May 24
6		Annual review. No changes	May 25

### **THIS IS A CONTROLLED DOCUMENT**

Whilst this document may be printed, the electronic version maintained on the Billinghay Parish Council website is the controlled copy. Any printed copies of this document are not controlled.

© Billinghay Parish Council. Not to be reproduced without written permission.

## 1. DOCUMENT CONTROL SHEET

<b>Purpose of document:</b>	Guidance on how to raise issues of concern in the workplace and guidance on how to address these issues.
<b>Dissemination:</b>	This policy will be disseminated to all staff and council members and be made available on the parish website
<b>Implementation:</b>	This document will be accessible via the parish council website and is applicable to all staff and council members.
<b>Review:</b>	This document will be reviewed in 2026 at Annual Meeting unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
<b>Documents replaced or superseded by this document:</b>	
<b>This document supports (enter Standards and Legislation:</b>	Public Interest Disclosure Act 1998 Employment Rights Act 1996
<b>Key related documents:</b>	PCD004 Code of Conduct PCD018 Grievance Procedure
<b>Financial Implications:</b>	This document has no financial implications for the Billingham Parish Council.
<b>Key word search</b>	Raising concerns, Whistleblowing, Whistle blowing, whistleblower, whistle, blow.

## **2. Table of Contents**

1. Document Control Sheet	2
2. Table of Contents	3
3. Introduction	3
4. Background	3
5. Principles	3
6. Procedure	4
7. Data Protection	5

## **3. Introduction**

a. It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

## **4. Background**

a. The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- i. A criminal offence,
- ii. A miscarriage of justice,
- iii. An act creating risk to health and safety,
- iv. An act causing damage to the environment,
- v. A breach of any other legal obligation or
- vi. Concealment of any of the above

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

b. If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

## **5. Principles**

a. Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful

for illegal or unethical conduct and report anything of that nature that they become aware of.

- b. Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- c. No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- d. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- e. If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- f. Maliciously making a false allegation is a disciplinary offence.
- g. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

## **6. Procedure**

- a. If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.
- b. This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

### **Stage 1**

- c. In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.
- d. The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

## **Stage 2**

e. If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

## **Stage 3**

f. If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- i. HM Revenue & Customs.
- ii. The Health and Safety Executive.
- iii. The Environment Agency.
- iv. The Serious Fraud Office.
- v. The Charity Commission.
- vi. The Pensions Regulator.
- vii. The Information Commissioner.
- viii. The Financial Conduct Authority.

g. You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

## **7. Data protection**

a. When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.